

Department-wise Arrears Calculation Document

Document Details

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Reviewed By	HR Department

Summary

This document provides a detailed calculation of arrears for each department as of June 2024, considering approved salary revisions, pending bills, and other outstanding payments.

Arrears Calculation by Department

Department	No. of Employees	Arrears Period	Total Arrears (USD)	Remarks
Human Resources	14	Jan 2024 - May 2024	5,200	Annual increment pending approval in Jan
Administration	9	Feb 2024 - May 2024	3,150	Revised DA implemented from Feb
Finance	7	Jan 2024 - May 2024	4,050	Arrear due to salary correction
IT Support	10	Mar 2024 - May 2024	2,700	New pay scale effective March
Operations	21	Jan 2024 - May 2024	8,900	Overtime arrears included

Total Arrears Summary

Total Employees	Total Arrears (USD)
61	24,000

Important Notes:

- All calculations are based on records available as of the document date.
- Any department-specific discrepancies should be reported to the Accounts Department within 5 working days.
- Arrears are subject to adjustments as per revised government/corporate policies.
- This document must be approved by both Finance and HR before salary disbursement.